

SUPPORTIVE HOUSING CONNECTION

LAUNCH EVENT REFERENCE MANUAL



FRIDAY FEBRUARY 27, 2015

SUPPORTIVE HOUSING CONNECTION LAUNCH EVENT
FRIDAY FEBRUARY 27, 2015

AGENDA OF EVENTS

8:00am – 8:30am Breakfast and Registration

8:30 – 8:45am Introduction and Opening Remarks

**8:45 – 9:30am Supportive Housing Connection
Overview and Process Flow**

**9:30 – 10:00am Demo from New Jersey Housing
Resource Center**

10:00 – 10:30am Break

**10:30 – 11:00am HUD Quality Standards
for Unit Inspections**

11:00am – 1:00pm Q&A

SUPPORTIVE HOUSING CONNECTION LAUNCH EVENT
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SUPPORTIVE HOUSING CONNECTION PROGRAM OVERVIEW

WHAT IS THE SUPPORTIVE HOUSING CONNECTION (SHC)?

The SHC is a partnership between the New Jersey Department of Human Services (NJDHS) and the New Jersey Housing and Mortgage Finance Agency (NJHMFA) to administer NJDHS rental subsidies and connect its clients to quality housing opportunities across the state.

Additionally, the SHC conducts inspections of participating housing units to ensure their physical integrity and compliance with the U.S. Department of Housing and Urban Development's Housing Quality Standards. The SHC also provides resident inquiry resolution services for tenants and landlords, as needed.

The goal of the SHC is to provide access to affordable housing for New Jersey residents with special needs by consolidating NJDHS's rental subsidy resources into one location for convenient and efficient management.

WHAT TYPES OF RENTAL SUBSIDIES DOES SHC ADMINISTER?

TENANT-BASED – These subsidies travel with the tenant from unit to unit within the State of New Jersey. Should the tenant no longer require the subsidy, the subsidy will be returned to NJDHS for redistribution.

PROJECT-BASED—These subsidies cover a specific housing unit and subsidize the rent for any qualified tenant living in the unit. Should the tenant leave the unit, the subsidy remains with the unit.

SPONSOR-BASED—These subsidies remain with a specific support services provider's program as long as the tenant remains in the provider agency's service area and continues to receive services from that particular program. Tenants can refuse program services and remain in the unit based on the lease agreement, but the unit will not be subsidized by NJDHS as these subsidy payments are intended to be used in combination with specific program services of the support services provider.

WHAT IS THE ROLE OF NJDHS?

NJDHS' role will be to provide policy direction for the SHC, refer qualified tenants, and provide funding to NJHMFA for the administration of housing subsidies through the SHC.

WHAT IS THE ROLE OF NJHMFA?

NJHMFA has been contracted by NJDHS to administer NJDHS rental subsidies. NJHMFA also will provide landlord outreach and training, administer rental and other housing assistance, provide unit referrals and inspections, and perform resident inquiry resolution services to NJDHS tenants.

HOW DOES THE SHC IMPACT TENANTS WITH NJDHS SUBSIDIES?

The SHC will administer rental subsidy payments, calculate a tenant's contribution to rent, and ensure that a tenant's housing is safe and suitable for occupancy. The SHC also will assist tenants in the inspection and selection of housing units.

HOW DOES THE SHC IMPACT LANDLORDS AND PROPERTY OWNERS?

SHC administers dedicated resources for NJDHS rental and other subsidies. The SHC also makes monthly payments to landlords and performs housing inspections, among other housing responsibilities. Participating landlords will be able to market their units to a pool of potential tenants who have housing subsidies and access to supportive services based on their needs. The SHC also will provide timely rent payments for landlords and property owners. Additionally, the SHC will provide participating landlords and property owners appropriate training on processes and policies, as needed.

HOW DOES SHC IMPACT SOCIAL SERVICE PROVIDERS?

The SHC will provide a streamlined, one stop resource for individuals served by support services providers to obtain subsidies. The SHC will offer additional resources for support services providers as well as assist people looking for affordable housing. Support services providers that provide services and housing for NJDHS clients will now serve as landlords and establish leases for units with subsidies through the SHC.

WHAT ARE THE BENEFITS OF SHC?

1. SHC connects individuals served by NJDHS to a broader pool of housing opportunities through the New Jersey Housing Resource Center (NJHRC).
2. By assisting in the separation of housing and services, as well as facilitating lease-based housing in a variety of settings, the SHC will help ensure that housing supported by NJDHS follows national best practices and NJ's compliance with the CMS Home and Community Based Services (HCBS) Final Rule.

Continued on next page...



SUPPORTIVE HOUSING CONNECTION PROGRAM OVERVIEW

3. SHC will assist individuals and families served in this program to establish leases, which will protect their rights as tenants under NJ law. Through its inspections, the SHC will ensure that participants live in safe, high quality housing.
4. For participating landlords, the rental subsidy payment process will be efficient and timely.
5. For new landlords and owners, the benefits of participating in the SHC are:
 - The institution of regular monthly payments, as long as the unit is occupied by program participants, and;
 - The ability to reach a pool of tenants with housing subsidies and supportive services to help them live in stable and independent housing.

WHY IS THIS HAPPENING NOW?

NJDHS' Divisions of Mental Health and Addiction Services and Developmental Disabilities are moving from a contracted system of care reimbursement to a Fee-For-Service (FFS) system. The separation of housing and services supports the state's transition to a FFS model. The SHC also will support our state's compliance with the Centers for Medicaid and Medicare Services (CMS) Home and Community Based Settings (HCBS) Final Rule.



Functions of the SHC

- Housing Search Assistance
- Landlord Recruitment
- Housing Inspections
- Subsidy Package Processing
- Rental Subsidy Administration
- Tenant/Landlord Inquiry Resolutions

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Housing Search

Current	SHC
Individuals themselves and/or with their advocate, provider, or guardian locate housing	Same
Individuals choose DDD Licensed Housing setting that they are referred to by DDD (based on DDD policy)	Same
	The SHC will provide tools to locate housing and assist with landlord recruitment

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Housing Search

- Tenants can find housing in a number of ways:
 - With the assistance of provider or advocate
 - On their own
 - Through referral by DDD to licensed setting
- The SHC can connect tenants with tools and resources to locate housing



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Housing Search

- New Jersey Housing Resource Center (NJHRC), an HMFA service and a tool to find housing, is a searchable, interactive online database of affordable and accessible housing units in NJ
- 30 general and advanced search fields, many related to accessibility features
- Spanish and English Toll-Free Call Center
- Database is managed by Social Serve, a non-profit that provides housing locator tools to states and localities throughout the country



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Landlord Recruitment

- To enhance the number of affordable housing opportunities:
 - The SHC will work with Social Serve to recruit new landlords to participate in this program
 - SHC will provide training and assistance to new and existing landlords



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Landlord Recruitment

- Social Serve will be sending out email blasts, making phone calls, and creating flyers to encourage current and prospective landlords to post units that are at or below Fair Market Rent (FMR) on the NJHRC



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Landlord Agreement

- Similar to the Housing Assistance Payment (HAP) contract for Section 8
- Agreement between the SHC and the landlord regarding the DHS subsidy, and the SHC's policies and procedures
- Must be signed before a tenant leases a unit



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Housing Inspections

Current	SHC
For DDD Licensed Settings there is a pre-inspection by DDD staff	Same
For DHS Licensed Settings there is an inspection by DHS Office of Licensing	Same
For DMHAS, provider agencies perform housing inspections	Inspections will be completed by trained SHC and affiliated staff for all DDD and DMHAS units



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Housing Inspections

- Based on HUD Housing Quality Standards (HQS)
- These standards are intended to ensure that tenants live in safe, decent, and affordable housing
- Conducted:
 - Prior to move-in
 - Annually
 - As needed


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Housing Inspections

- HQS Requires that we check:
 - Living Rooms
 - Bathrooms
 - Kitchens
 - Other Rooms
 - Building Exterior, Plumbing and Heating
 - Health and Safety


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Subsidy Package Processing

Current	SHC
For DMHAS subsidy package sent to DMHAS staff	Subsidy package sent to SHC for processing
For DDD housing costs are "bundled" with service costs in budget/contract	


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Subsidy Package Processing

- The subsidy package includes:
 - Landlord:
 - Signed landlord agreement
 - Direct Deposit information
 - W9
 - Tenant
 - Most current income documents
 - Signed Lease
 - Rental Subsidy Calculation Worksheet (SHC will use same Rental Subsidy Calculation methodology as currently used by DMHAS)
 - Signed Tenant's Rental Subsidy Agreement


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Subsidy Package Processing

- Income will be calculated according to DHS standards:
 - Initially
 - Annually
 - Every 6 months for consumers with no income
- SHC will notify landlord and tenant of:
 - Amount to be paid by tenant
 - Subsidy amount to be paid by SHC


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Subsidy Payments

Current	SHC
Rental subsidies (or housing costs) are paid to provider agencies who use those funds to pay landlords	The SHC will make rental subsidy payments to the landlords
In unlicensed settings, tenants pay their portion directly to the landlord	Same
In licensed settings, tenants pay Contribution to Care	Tenants pay their rental portion directly to the landlord


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Subsidy Payments

- The SHC will make the rental subsidy payment on behalf of DHS each month via direct deposit into the landlord's account


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Other Payments

- DHS will continue to make payments for:
 - Furniture Stipend
 - Fire Suppression
 - Security Deposits
 - Utility Startup funds
- You will be notified when these processes move to the SHC

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Tenant/Landlord Inquiry Resolution

Current	SHC
Landlords and individuals, with the assistance of provider agencies, work together to resolve issues	Same
Landlords and individuals sometimes contact DHS for assistance	Landlords and individuals may contact the SHC if issues cannot be resolved

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Tenant/Landlord Inquiry Resolution

- Service providers will continue to assist and advocate for their clients
- The SHC will be a centralized location to receive inquiries from tenants and landlords
 - In some instances, these issues will be elevated to DHS or other parties


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Tenant/Landlord Inquiry Resolution

- When to contact the SHC:
 - After the landlord, tenant, and provider agency have attempted to resolve housing-related issues among themselves


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Tenant/Landlord Inquiry Resolution


- Types of housing-related situations the SHC would help resolve:
 - Issues related to tenant and landlord relationship
 - HQS violations that are not remedied in a timely manner (hot water does not work, heat does not work, window is broken)
 - Questions or concerns involving SHC policies and practices

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Timeline

- Program anticipated to begin in March, 2015 and ramps up as DHS transfers existing and new subsidies to the SHC
- Existing participants will be notified via mail, email or phone and assisted through the transition



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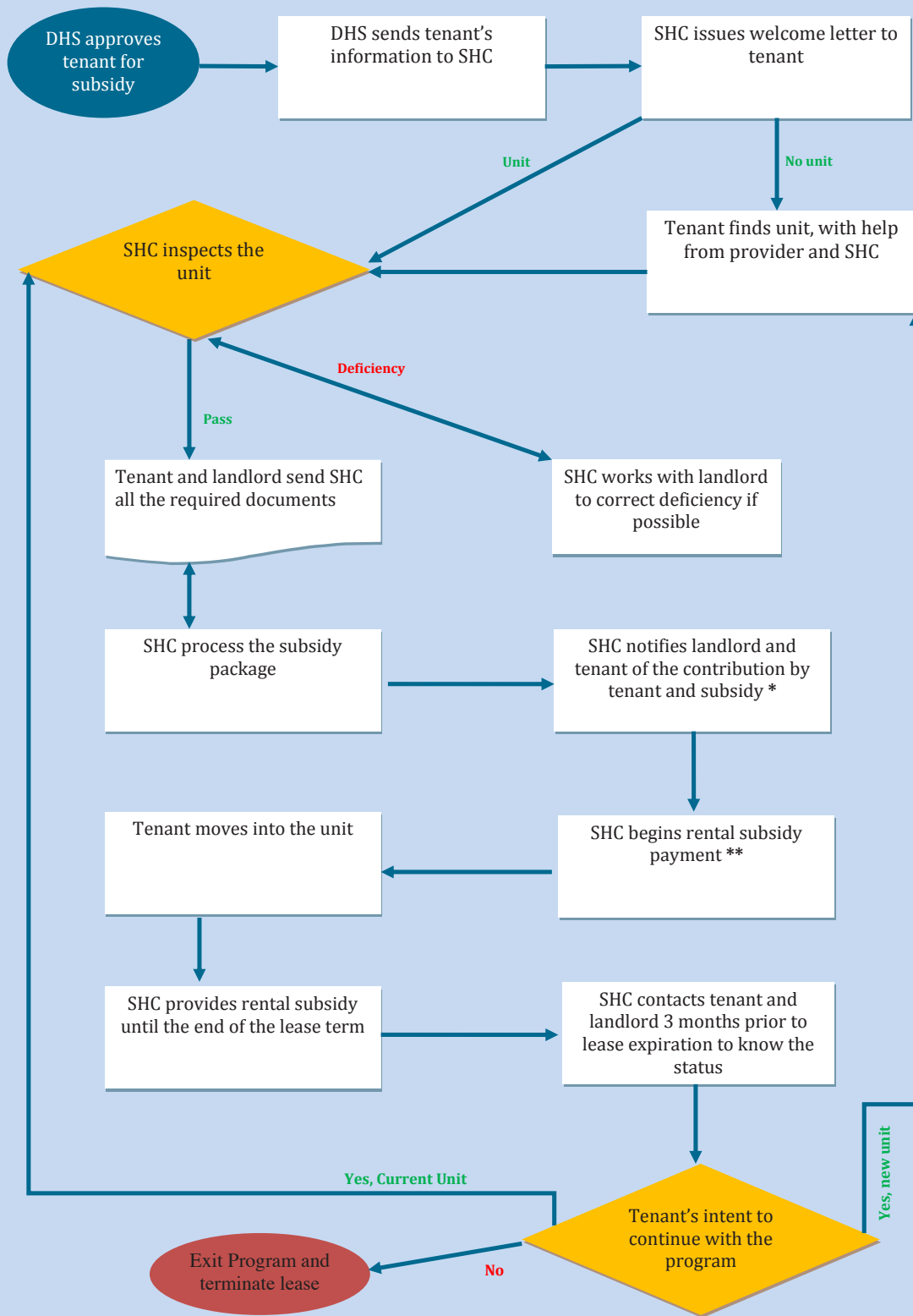
Contact Us!

- SHC@njhmfa.state.nj.us
- 1-800-NJHOUSE
- www.NJHOUSING.gov
- Sign up to receive SHC emails at <http://bit.ly/njhmfaemail>



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SHC Overall Process Flowchart

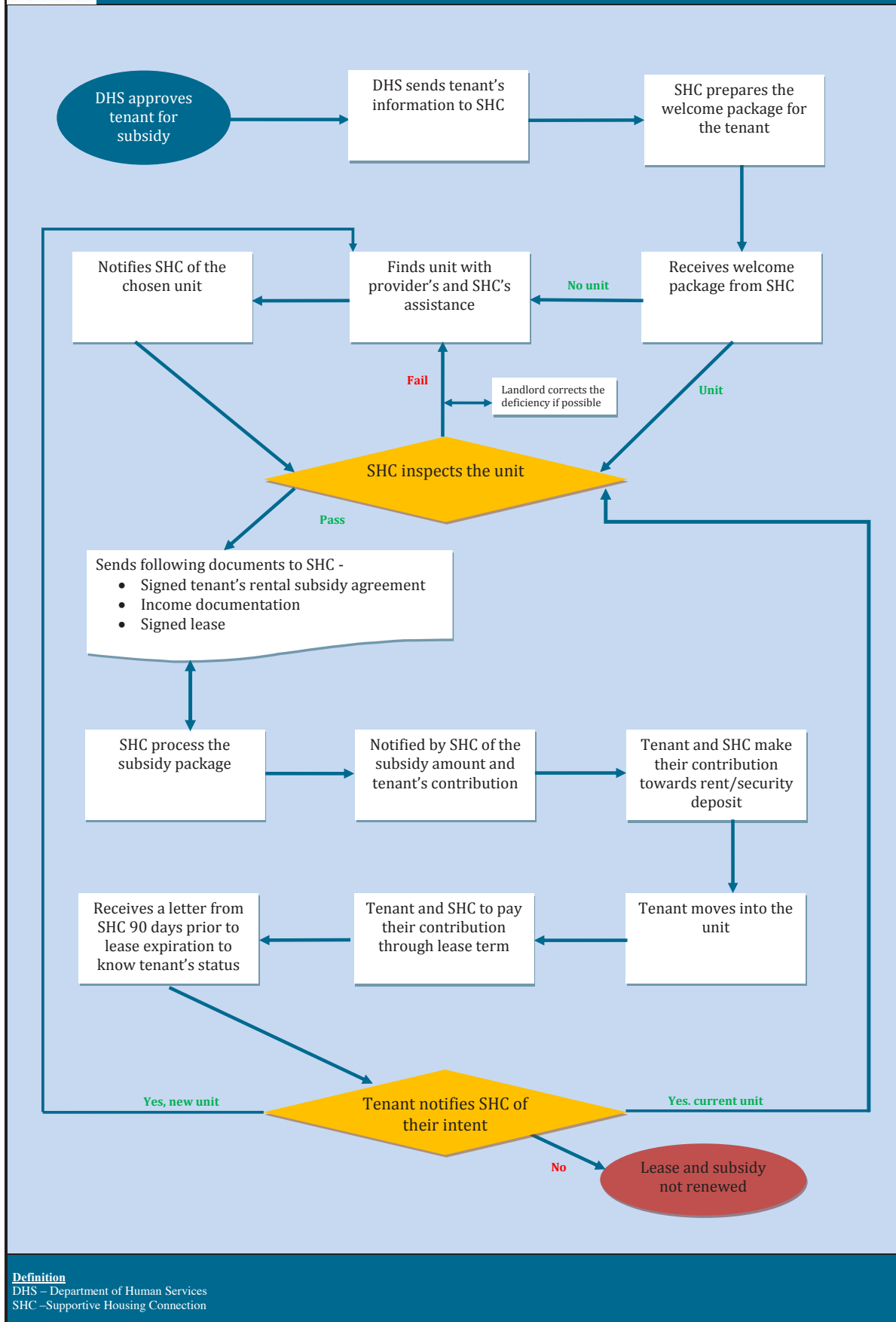


Definition:

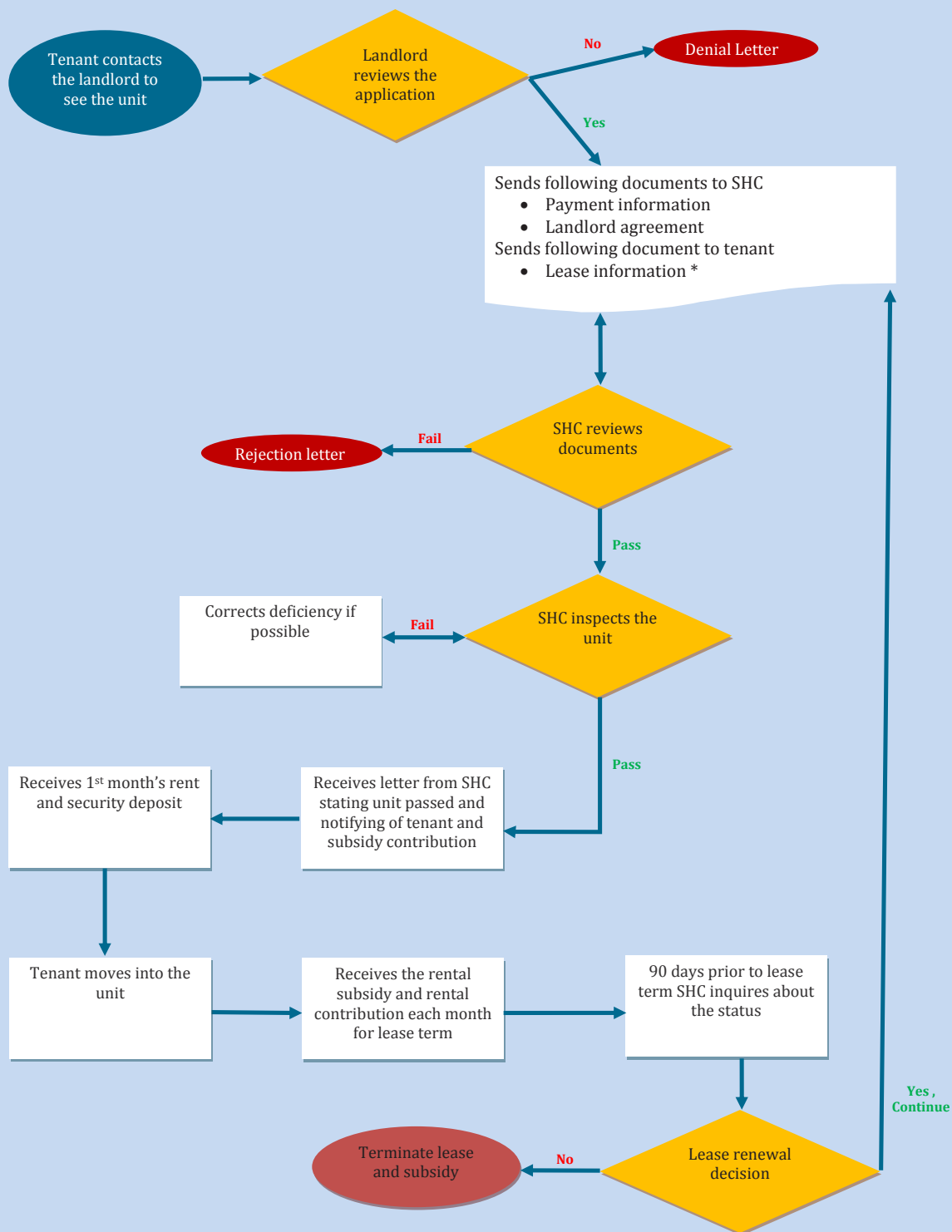
DHS – Department of Human Services
SHC – Supportive Housing Connection

Note - * Subsidy confirmation document ** For 2015 – DHS provides security deposit, furniture stipend and utility start-up funds per policy

SHC Tenant Flowchart



SHC Landlord Flowchart



Definition
DHS – Department of Human Services
SHC –Supportive Housing Connection

Note - * Tenant finally sends this document to SHC

[illegible]



How to Search for Housing on NJHRC.gov

Step 1: On www.NJHRC.gov, click **Find Housing**.

Step 2: Choose the type of housing you would like to find (rental, for sale, accessible or temporary).

Step 3: Choose a city or county to search.

Step 4: A search screen will appear. Choose from **Basic**, **Advanced** and **Accessible** tabs.

Use the **Basic** tab to search quickly by details like bed and bath amount, ZIP Code and if you have a voucher.

Use the **Advanced** tab to search by features like school district, appliances, pet friendliness, whether credit or criminal checks are required and more.

Use the **Accessible** tab for all the choices of the Advanced tab as well as many accessibility features.

Enter search criteria, and press **CLICK HERE TO SEARCH** to see housing listings.

VETERANS: If you have VASH or other Veterans housing assistance, click “Yes” next to **Veteran or VASH Recipient?**

Listings

- Use the drop-down menu above the listings to sort listings by rent, location, date available and more.
- Click on each address you are interested in to view more details and find landlord contact information.
- Click **Show These Properties on Map** near the top of the page to see a map of the rentals found by your search. Click around the map to see more features, and even start a new search from the map.
- Click checkboxes next to each property you're interested in and scroll to the bottom of the page to add to a “basket” of choices. View your basket to compare the properties you like.
- To print listings, click the **Printer Friendly** link near the top-right corner of each page.

Need Help with Your Search?

- Call the toll-free, multilingual call center at **1.877.428.8844** for assistance with housing searches.
- The call center is available Monday - Friday, 9 a.m. to 8 p.m. Eastern Time.
- Listing information can be provided by phone, email, mail, and fax.

For assistance, please contact Socialserve.com • info@socialserve.com • **1-877-428-8844**

How to List Properties on NJHRC.gov

Step 1

Go to www.NJHRC.gov, select [List Housing](#) and click [Already Registered? Log In Here](#).

Step 2

Enter your username and password. You will see your welcome page.

Step 3

Click the [Add Property](#) tab.

Step 4

Under "Add new rental listing in:" choose NJ from the drop-down menu, and click the "Add Listing" button.

The screenshot shows the user interface of NJHRC.gov. At the top, there are navigation tabs: 'Statistics', 'Site Updates' (with a yellow warning icon), 'Reset Password', 'My User Info', 'Add Property' (highlighted with a blue arrow), 'Update Property', 'Contact Info', and 'Help'. Below the 'Add Property' tab, there is a section titled 'Pick a listing type and state for your new listing:'. Under this, there is a label 'Add new rental listing in:' followed by a drop-down menu showing 'NJ' (with a blue arrow pointing to it) and an 'Add Listing' button.

Step 5

Choose the city where your property is located.

Step 6

You will see a listing form. There are **14 required fields** marked with a blue asterisk.  Other fields are optional, but list as much information as possible for more accurate inquiries.

Listing Notes

- **Street Address Line 1:** Enter the street name and number on this line.
- **Address Line 2** is for apartment or unit numbers or details like "first floor unit."
- **MONTHLY Rent Type** is a required field, but fill in details for only *one* of the rent types. For most properties, this will be "Standard Monthly Rent."
- Fields at the bottom of the form let you type in special comments and describe property features and amenities.
- **Public Contact Information for This Listing:** If you need to add a contact other than yourself, enter the appropriate name and number in the "Add a New Contact" line.

TIP

If adding a property in a new complex or multi-unit building, add the name of the complex in the section following the property address (leave BLANK if this does not apply).

This allows you to list the total number of available units or **clone** the unit for easy listing of other bedroom or unit types.

These features can be accessed **after** you have added details for the first unit and clicked the "Click Here to Update Property" button.

Step 7

Click the "Click Here to Update Property" button to save the information you listed.



1-877-428-8844

"NJHRC, Where Everyone Can Find a Home"

List Properties for FREE

- Advertise properties for **free** with pictures, map links and much more
- Include details about amenities like utilities, parking and appliances
- Describe neighborhood features such as schools, parks and public transportation; list the distance of your property from shopping and other conveniences
- Representatives in the toll-free, bilingual call center can help add, update and remove properties and conduct market comparisons
- View statistics on how often listings have been found in a search and viewed by potential tenants
- User-friendly tools help large property providers list multiple units quickly
- Rented listings can remain in the system and be re-activated in the click of a mouse when available again
- **NEW!** Online Classified Posting Tool helps landlords increase advertising by creating postings for other online listing services that link back to full listings on NJHRC.gov

Quick and Easy Registration

- Visit www.NJHRC.gov or call 1-877-428-8844 (toll free) to sign up for a free account to list properties
- Receive a username and password
- Log on and begin listing!

NJHRC.gov Is...

- Fully supported by the Socialserve.com toll-free, bilingual call center available Monday through Friday, 9 a.m. to 8 p.m. Eastern Time
- An online service powered by Socialserve.com, a 501(c)(3) nonprofit and a national provider of affordable housing locator services
- Sponsored by the New Jersey Housing and Mortgage Finance Agency
- A one-stop shop for people in need of housing and related resources
- A FREE way to advertise and fill your vacancies

benefits for property managers



1-877-428-8844

"NJHRC, Where Everyone Can Find a Home"



Does this 2-bedroom listing represent more than one unit?

☒ Yes ☐ No

If you answered "YES" to the above:

How many TOTAL 2-bedroom units does this listing represent in the building or complex?

How many of this unit type are currently available?

Are you on a Waiting List for this unit type? ☐ Yes ☒ No

Easy-to-use inventory tools let you quickly update listing availability or mark units as being on a wait list.

Cloning tools make it easy to add additional bedroom types at the same complex without having to re-enter all the details.

Enter only information for amenities that differ between units, such as rent amount and number of bedrooms.

Summary

Stats for 09/15/2010 through 11/11/2010

Found this property:	292
Viewed full listing:	82
CTR (click-through ratio):	28.08%

Daily Stats

Date	Found this property	Viewed full listing	CTR
11/11/2010	3	1	33.33%
11/10/2010	11	6	54.55%
11/09/2010	6	1	16.67%
11/08/2010	7	1	14.29%
11/07/2010	2	1	50.00%
11/06/2010	4	3	75.00%
11/05/2010	4	1	25.00%
11/04/2010	7	2	28.57%
11/03/2010	5	2	40.00%
11/02/2010	4	0	0.00%
11/01/2010	3	1	33.33%
10/31/2010	1	0	0.00%
10/30/2010	3	1	33.33%
10/29/2010	4	0	0.00%

How to clone an existing listing:
Creating an identical new unit (Apt-8, Unit-6, etc.) to an existing building. Just update the unit number, and otherwise, update the other information as needed to create a clone of an existing listing.
Common use of this page is to quickly create a new listing in the same building / complex describing a different unit type and price from an existing listing, such as basing a two-bedroom listing from an existing one-bedroom listing. You can change the main aspects of the new listing right here, and, if needed, you can use the subsequent "Edit New Listing" link to view and change any other aspect.

Duplicate Listing

Keep Building Name (Graysonte Place Apartments): ☒ Yes ☐ No

New Address:

New Unit Number:

New Unit Square Footage:

Bedrooms:

Bathrooms:

Representing How Many Units:

How Many Units Are Available:

Rental Financials

* Monthly Rent is: (dollar amount)

* Security Deposit: (dollar amount)

[Click Here to Continue](#)

Detailed analytics show how many times units have been found in a search and how many times property listings have been clicked to view full listing details.

Daily Impressions and Clicks



THE SUPPORTIVE HOUSING CONNECTION



HOUSING QUALITY STANDARDS

HOUSING QUALITY STANDARDS TABLE OF CONTENTS

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This has been adapted from a publication by the U.S. Department of Housing and Urban Development, Office of Public and Indian Housing, titled, "A Good Place to Live".

INTRODUCTION

The Supportive Housing Connection (SHC) is a partnership between the New Jersey Department of Human Services (DHS) and the New Jersey Housing and Mortgage Finance Agency (NJHMFA) to administer NJDHS rental subsidies and connect people served by DHS to a wide pool of quality housing opportunities across the state. Additionally, the SHC conducts inspections of participating housing units to ensure their physical integrity and compliance with the U.S. Department of Housing and Urban Development's Housing Quality Standards (HQS). The SHC also provides resident inquiry resolution services for tenants and landlords as needed.

Having a good place to live is important. Through the Supportive Housing Connection (SHC), we will help you to rent a good place to call your home. You are free to choose any house or apartment you like, as long as it meets certain requirements for quality. Under the SHC, the housing cannot cost more than rents approved by DHS for its programs.

The Housing Quality Standards apply to all housing that receives subsidies through the SHC. Please note that housing that is licensed by DHS may have additional requirements related to the physical facility and that all licensed housing must comply with DHS licensing standards.

HOUSING QUALITY STANDARDS

Housing quality standards help to insure that your home will be safe, healthy, and comfortable. Under the SHC there are two kinds of housing quality standards:

Things that a home must have in order to be approved by the SHC and additional things that you should think about for the special needs of your own family. These are items that you can decide.

The SHC allows you to choose a house or apartment that you like. It may be where you are living now or somewhere else. The must have standards are very basic items that every apartment must have. But a home that has all of the must have standards may still not have everything you need or would like. With the help of the SHC, you should be able to afford a good home, so you should think about what you would like your home to have. You may want a big kitchen or a lot of windows or a first floor apartment. Worn wallpaper or paint may bother you. Think of these things as you are looking for a home. Please take the time to read A Good Place to Call Home. If you would like to stay in your present home, use this booklet to see if your home meets the housing quality standards.

If you want to move, use it each time you go to look for a new house or apartment, and good luck in finding your good place to call home.

Read each section carefully. After you find a place to live and the unit has passed inspection, you can start the Lease Approval process. You may find a place you like that has some problems with it. Check with The SHC about what to do, since it may be possible to correct the problems. You can reach the SHC toll free at 1-844-216-6988 or by email at: shc@njhmfa.state.nj.us.

THE REQUIREMENTS

Every house or apartment must have at least a living room, kitchen, and bathroom.

LIVING ROOM

THE LIVING ROOM MUST INCLUDE:

CEILING

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

WALLS

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

ELECTRICITY

At least two electric outlets, or one outlet and one permanent overhead light fixture. Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

FLOOR

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

PAINT

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

WINDOW

At least one window. Every window must be in good condition.

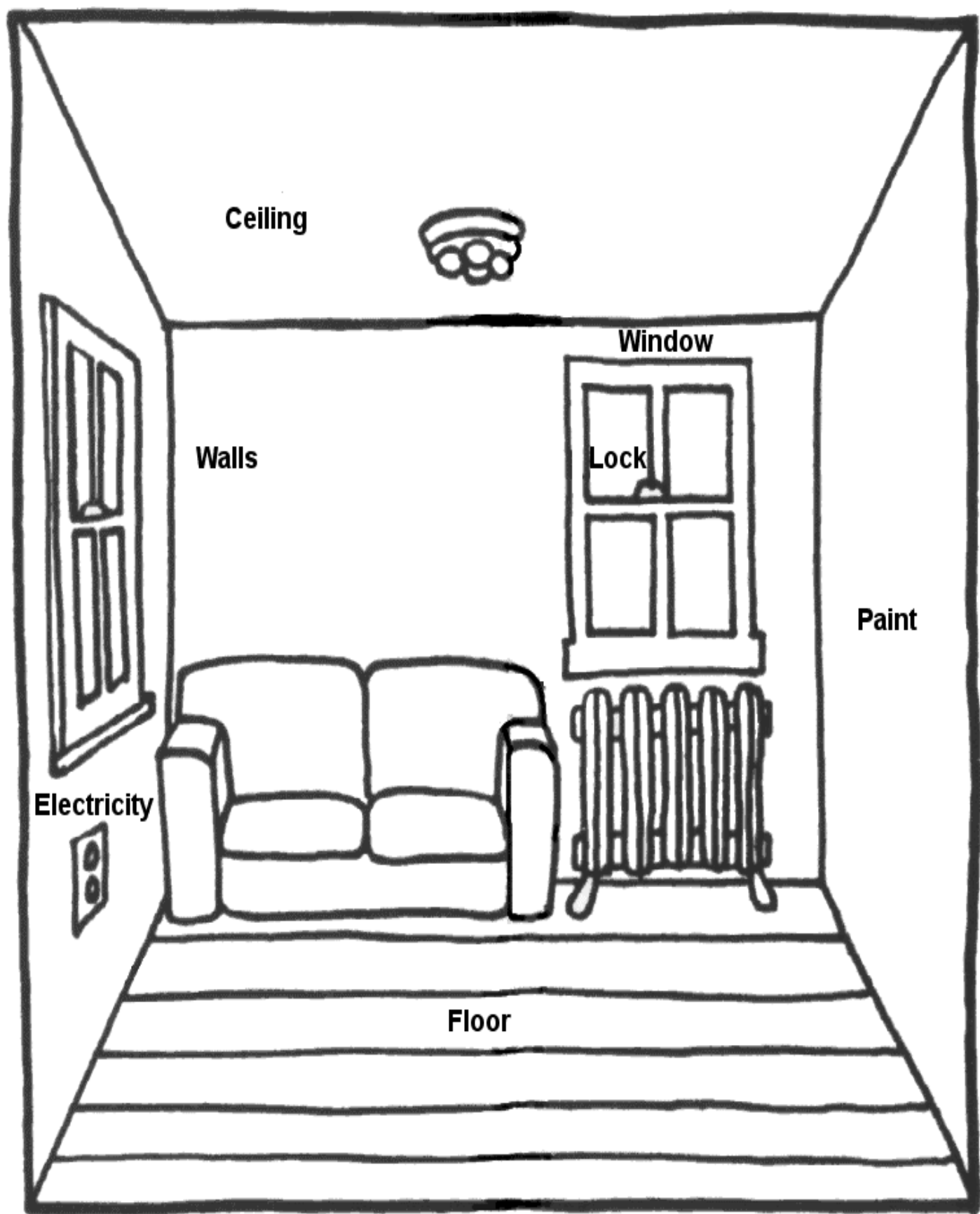
- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

LOCK

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

YOU SHOULD ALSO THINK ABOUT:

- **The types of locks on windows and doors**
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- **The condition of the windows**
 - Are there small cracks in the panes?
- **The amount of weatherization around doors and windows**
 - Are there storm windows?
 - Is there weather stripping? If you pay your own utilities, this may be important.
- **The location of electric outlets & light fixtures**
- **The condition of the paint and wallpaper**
 - Are they worn, faded, or dirty?
- **The condition of the floor**
 - Is it scratched and worn?



THE REQUIREMENTS

Every house or apartment must have at least a living room, kitchen, and bathroom.

KITCHEN

THE KITCHEN MUST INCLUDE:

CEILING

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

WALLS

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

ELECTRICITY

At least two electric outlets, or one outlet and one permanent overhead light fixture. Do not count table or floor lamps, ceiling lamps plugged into a socket, and extension cords: they are not permanent.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

FLOOR

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

PAINT

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

WINDOW

At least one window.

Every window must be in good condition.

LOCK

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that cannot be reached from the ground. A window that cannot be opened is acceptable.

STORAGE

Some space to store food.

STOVE AND OVEN

A stove (or range) and oven that works, which may be supplied by tenant.

PREPARATION AREA

Some space to prepare food.

SERVING AREA

Some space to serve food.

- A separate dining room or dining area in the living room is alright.

REFRIGERATOR

A refrigerator (may be supplied by tenant) that keeps temperatures low enough so that food does not spoil.

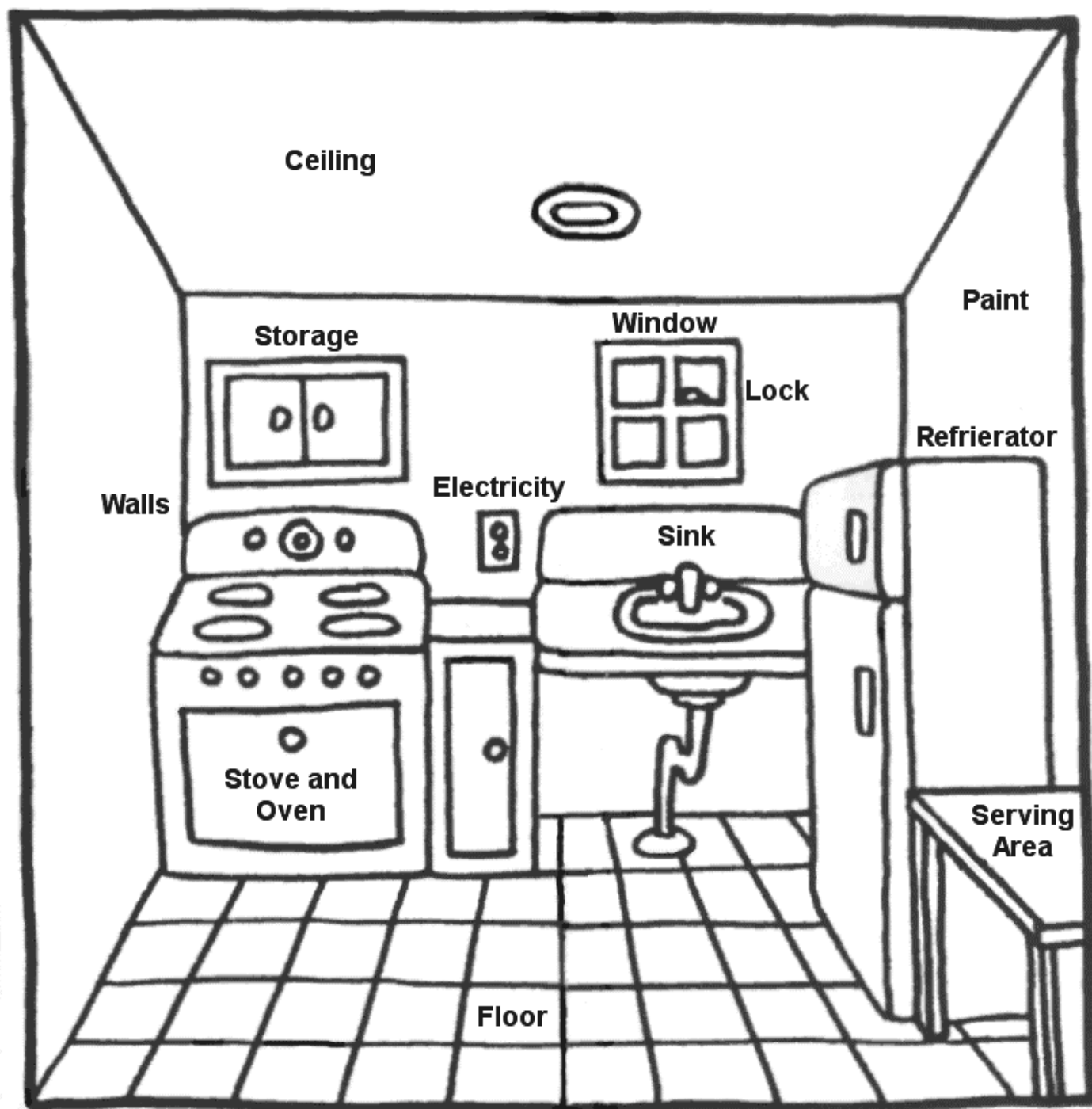
SINK

A sink with hot and cold running water.

- A bathroom sink will not satisfy this requirement.

YOU SHOULD ALSO THINK ABOUT:

- The size of the kitchen.
- The amount, location, and condition of space to store, prepare, and serve food. Is it adequate for the size of your family?
- The size, condition, and location of your sink.
- The size, condition, and location of the refrigerator. Is it adequate for the size of your family?
- Other appliances you would like provided.
- Extra outlets.



THE REQUIREMENTS

Every house or apartment must have at least a living room, kitchen, and bathroom.

BATHROOM

THE BATHROOM MUST INCLUDE:

CEILING

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

WALLS

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

ELECTRICITY

At least one permanent overhead or wall light fixture.

- Not acceptable are broken or frayed wiring, light fixtures hanging from wires with no other firm support (such as a chain), missing cover plates on switches or outlets, badly cracked outlets.

TOILET

A flush toilet that works.

FLOOR

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

PAINT

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

WINDOW

A window that opens or a working exhaust fan.

LOCK

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

SINK

A sink with hot and cold running water.

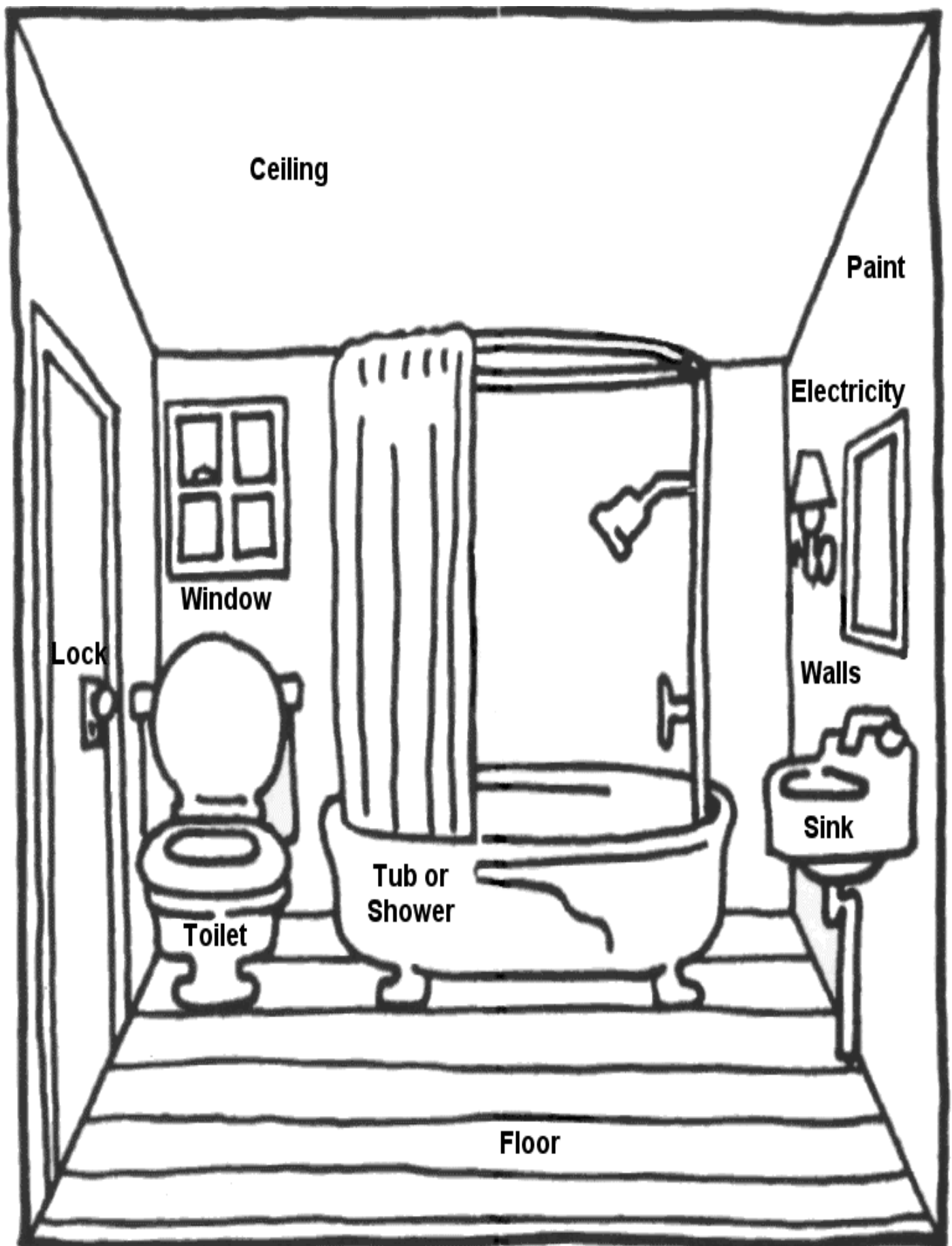
- A kitchen sink will not satisfy this requirement.

TUB OR SHOWER

A tub or shower with hot and cold running water.

YOU SHOULD ALSO THINK ABOUT:

- The size of the bathroom and the amount of privacy.
- The appearances of the toilet, sink, and shower or tub.
- A cabinet with a mirror.
- The appearance of the grout and seal along the floor and where the tub meets the wall.
- The appearance of the floor and walls.
- The size of the hot water heater.



Other rooms that are lived in include: bedrooms, dens, halls, and finished basements or enclosed, heated porches. The requirements for other rooms that are lived in are similar to the requirements for the living room as explained below.

OTHER ROOMS

OTHER ROOMS USED FOR LIVING MUST HAVE:

CEILING

A ceiling that is in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging, large amounts of loose or falling surface material such as plaster.

WALLS

Walls that are in good condition.

- Not acceptable are large cracks or holes that allow drafts, severe bulging or leaning, large amounts of loose or falling surface material such as plaster.

LOCK

A lock that works on all windows and doors that can be reached from the outside, a common public hallway, a fire escape, porch or other outside place that can be reached from the ground.

PAINT

- No peeling or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

FLOOR

A floor that is in good condition.

- Not acceptable are large cracks or holes, missing or warped floorboards or covering that could cause someone to trip.

WINDOW

At least one window, which must be open-able if it was designed to be opened, must be present in every rooms used for sleeping. Every window must be in good condition.

- Not acceptable are windows with badly cracked, broken or missing panes, and windows that do not shut or, when shut, do not keep out the weather.

ELECTRICITY IN BEDROOMS

Same requirement as for living room

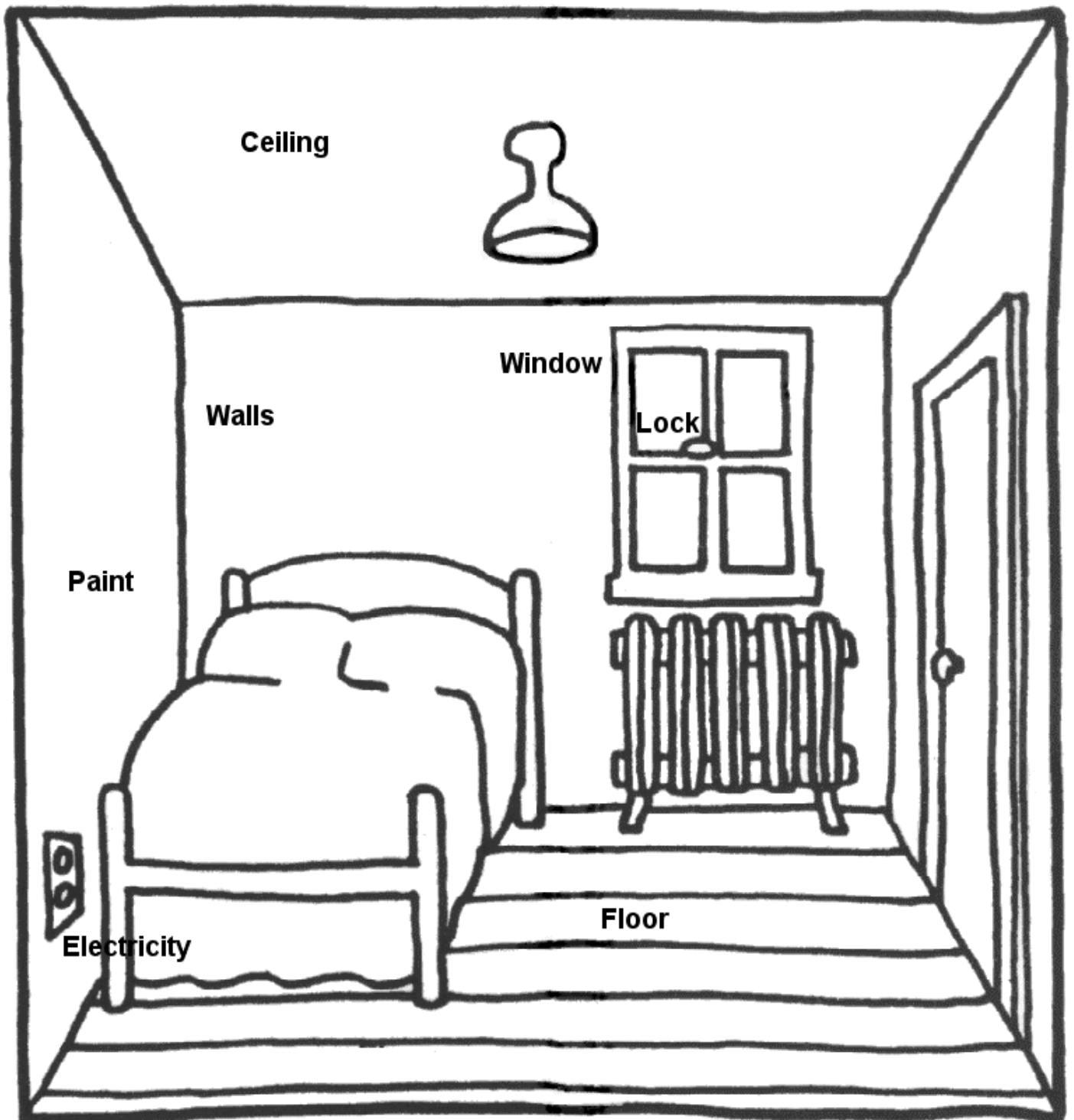
In All Other Rooms Used for Living: There is no specific standard for electricity, but there must be either natural illumination (a window) or an electric light fixture or outlet.

YOU SHOULD ALSO THINK ABOUT:

- **What you would like to do with the other rooms.**
 - Can you use them the way you want to?
- **The type of locks on windows and doors.**
 - Are they safe and secure?
 - Have windows that you might like to open been nailed shut?
- **The condition of the windows.**
 - Are there small cracks in the panes?
- **The location of electric outlets and light fixtures.**
- **The amount of weatherization windows.**
 - Are there storm windows?
 - Is there weather-stripping? If you pay your own utilities, this may be important.
- **The condition of the paint and wallpaper.**
 - Are they worn, faded, or dirty?
- **The condition of the floors.**
 - Are they scratched and worn?

OTHER ROOMS THAT ARE NOT LIVED IN MAY BE:

A utility room for washer and dryer, basement or porch. These must be checked for security and electrical hazards and other possible dangers (such as walls or ceilings in danger of falling), since these items are important for the safety of your entire apartment. You should also look for other possible dangers such as large holes in the walls, floors, or ceilings, and unsafe stairways. Make sure to look for these things in all other rooms not lived in.



BUILDING EXTERIOR, PLUMBING & HEATING

THE BUILDING MUST HAVE:

ROOF

A roof in good condition that does not leak, with gutters and downspouts, if present, in good condition and securely attached to the building.

- Evidence of leaks can usually be seen from stains on the ceiling inside the building.

OUTSIDE HANDRAILS

Secure handrails on any extended length of stairs (e.g. generally four or more steps) and any porches, balconies, or decks that are 30 inches or more above the ground.

WALLS

Exterior walls that are in good condition, with no large holes or cracks that would let a great amount of air get inside.

FOUNDATION

A foundation in good condition that has no serious leaks.

WATER SUPPLY

A plumbing system that is served by an approvable public or private water supply system. Ask the manager or owner.

SEWAGE

A plumbing system that is connected to an approvable public or private sewage disposal system. Ask the manager or owner.

CHIMNEYS

No serious leaning or defects (such as big cracks or many missing bricks) in any chimneys.

PAINT

No cracking, peeling, or chipping paint if you have children under the age of seven and the house or apartment was built before 1978.

- This includes exterior walls, stairs, decks, porches, railings, windows, and doors.

COOLING

Some windows that open, or some working ventilation or cooling equipment that can provide air circulation during warm months.

PLUMBING

Pipes that are in good condition, with no leaks and no serious rust that causes the water to be discolored.

WATER HEATER

A water heater located, equipped, and installed in a safe manner. Ask the manager.

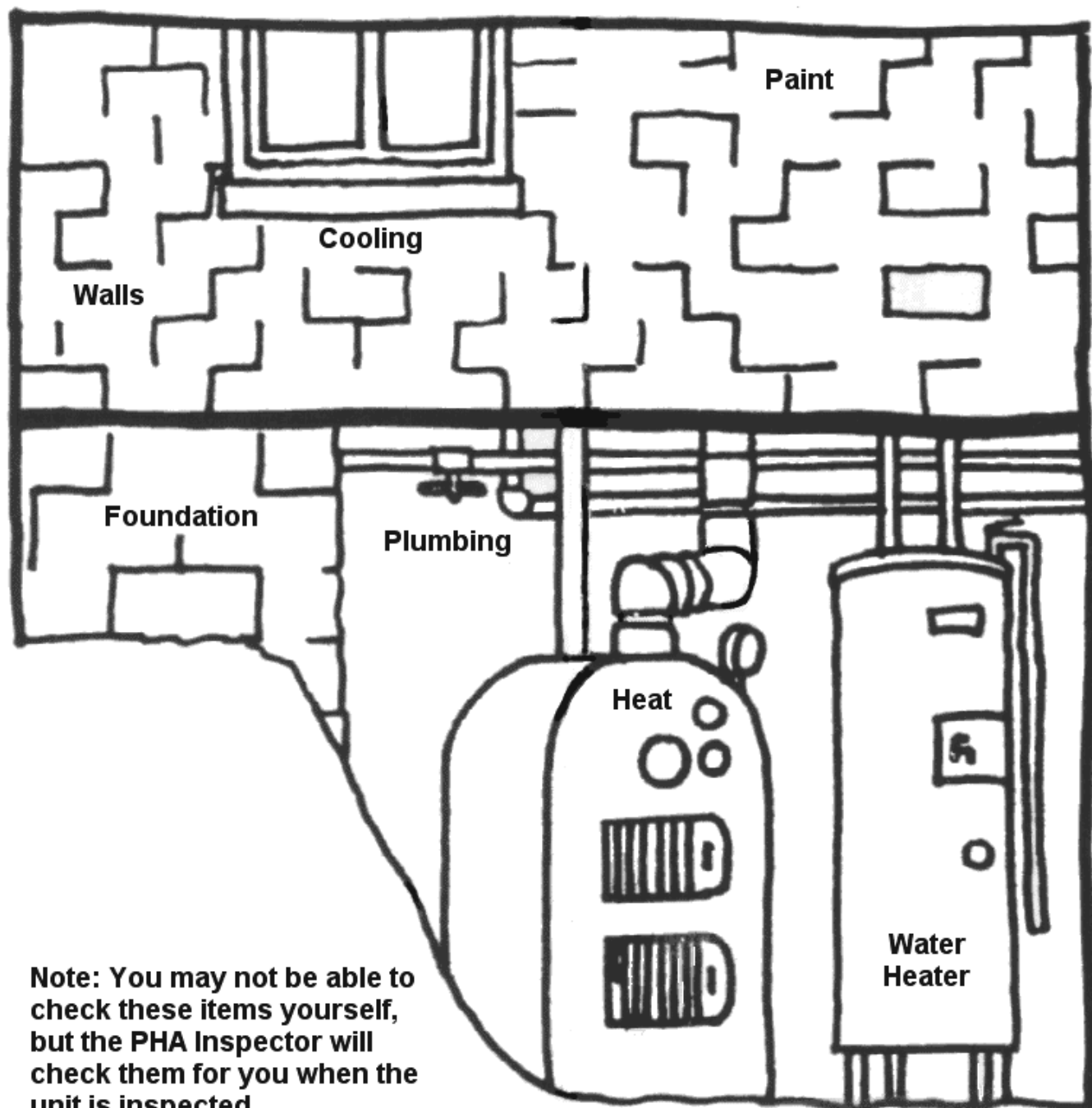
HEAT

Enough heating equipment so that the unit can be made comfortably warm during cold months.

- Not acceptable are space heaters (or room heaters) that burn oil or gas and are not vented to a chimney. Space heaters that are vented may be acceptable if they can provide enough heat.

YOU SHOULD ALSO THINK ABOUT:

- How well maintained the apartment is.
- The type of heating equipment.
 - Will it be able to supply enough heat for you in the winter, to all rooms used for living?
- Air circulation or type of cooling equipment (if any).
 - Will the unit be cool enough for you in the summer?
- The amount and type of weatherization and its affect on utility costs.
 - Is there insulation?
 - Are there storm windows?
 - Is there weather-stripping around the windows and doors?



Note: You may not be able to check these items yourself, but the PHA Inspector will check them for you when the unit is inspected.

HEALTH AND SAFETY

THE BUILDING AND SITE MUST HAVE:

SMOKE DETECTORS

At least one working smoke detector on each level of the unit, including the basement. If any member of your family is hearing-impaired, the smoke detector must have an alarm designed for hearing-impaired persons.

FIRE EXITS

The building must provide an alternate means of exit in case of fire (such as fire stairs or exit through windows, with the use of a ladder if windows are above the second floor).

ELEVATORS

Make sure the elevators are safe and work properly.

ENTRANCE

An entrance from the outside or from a public hall, so that it is not necessary to go through anyone else's private apartment to get into the unit.

STAIRS AND HALLWAYS

Interior stairs with railings, and common hallways that are safe and in good condition. Minimal cracking, peeling or chipping in these areas.

LIGHTS

Lights that work in all common hallways and interior stairs.

NEIGHBORHOOD

No dangerous places, spaces, or things in the neighborhood such as:

- Nearby buildings that are falling down
- Unprotected cliffs or quarries
- Fire hazards
- Evidence of flooding

GARBAGE

No large piles of trash and garbage inside or outside the unit, or in common areas such as hallways. There must be a space to store garbage (until pickup) that is covered tightly so that rats and other animals cannot get into it. Trash should be picked up regularly.

POLLUTION

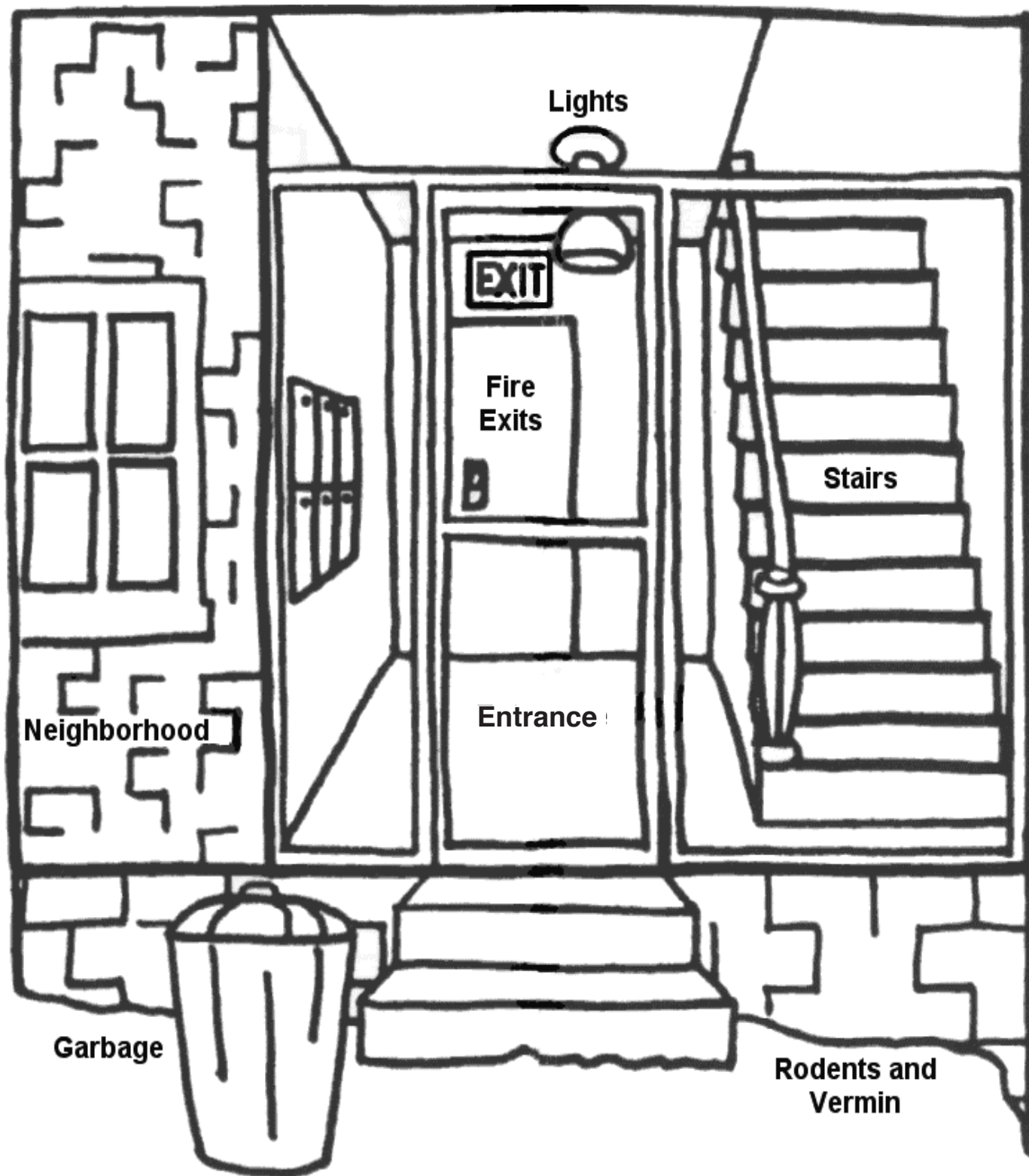
No serious air pollution, such as exhaust fumes or sewer gas.

RODENTS AND VERMIN

No sign of rats or large numbers of mice or vermin (like roaches).

YOU SHOULD ALSO THINK ABOUT:

- The type of fire exit.
 - Is it suitable for your family?
- How safe the house or apartment is for your family.
- The presence of screens and storm windows.
- Be sure to read the lead-based paint brochure given to you by the owner, especially if the housing or apartment is older (built before 1978).
- Will the cost of tenant-paid utilities be affordable and is the unit energy-efficient?
- Services in the neighborhood.
 - Are there stores nearby?
 - Are there schools nearby?
 - Are there hospitals nearby?
 - Is there transportation nearby?
- Are there job opportunities nearby?



Note: You may not be able to check these items listed here yourself, but the PHA Inspector will check them for you when the unit is inspected.

NEXT STEPS...

Now that you have finished this booklet, you know that for a house or apartment to be a good place to live and call home, it must meet two kinds of housing quality standards:

- Things it must have in order to be approved for the Supportive Housing Connection program.
- Additional things that you should think about for the special needs of your family.

You know that these standards apply in six areas of a house or apartment.

1. Living Room
2. Kitchen
3. Bathroom
4. Other Rooms
5. Building Exterior, Plumbing and Heating
6. Health and Safety

You know that when a house or apartment meets the housing quality standards, it will be safe, healthy, and comfortable home for your family. It will be a good place to live and call home.

After you find a good place to live, you can call or email the SHC to request that an official inspection take place. The SHC will inform both you and the owner of the inspection results.

SUPPORTIVE HOUSING CONNECTION

TOLL-FREE: 1-844-216-6988

EMAIL: shc@njhmfa.state.nj.us.

If the house or apartment passed the inspection, the SHC will be able to authorize the execution of a lease. There may still be some items that you or the SHC would like improved. If so, you and the SHC may be able to bargain for the improvements when you sign the lease. If the owner is not willing to do the work, perhaps you can get him or her to pay for the materials and do it yourself.

If the house or apartment fails, you and/or the SHC may try to convince the owner to make the repairs so it will pass. The likelihood of the owner making the repairs may depend on how serious or costly they are.

If it fails, all repairs must be made, and the house or apartment must be re-inspected before any lease is signed. If the owner cannot or will not repair the house or apartment, even if the repairs are minor, you must look for another home. Make sure you understand why the house or apartment failed, so that you will be more successful in your next search.

[illegible]

[illegible]



TENANT

FREQUENTLY ASKED QUESTIONS

WHAT IS THE SUPPORTIVE HOUSING CONNECTION (SHC)?

The SHC is a partnership between the New Jersey Department of Human Services (NJDHS) and the New Jersey Housing and Mortgage Finance Agency (NJHMFA) to administer NJDHS rental subsidies and connect its clients to quality housing opportunities across the state.

Additionally, the SHC conducts inspections of participating housing units to ensure their physical integrity and compliance with the U.S. Department of Housing and Urban Development's Housing Quality Standards. The SHC also provides resident inquiry resolution services for tenants and landlords, as needed.

The goal of the SHC is to provide access to affordable housing for New Jersey residents with special needs by consolidating NJDHS's rental subsidy resources into one location for convenient and efficient management.

WHAT ARE THE BENEFITS OF SHC?

1. SHC connects individuals served by NJDHS to a broader pool of housing opportunities through the New Jersey Housing Resource Center (NJHRC.gov).
2. SHC will assist individuals and families served in this program to establish leases, which will protect their rights as tenants under NJ law. Through its inspections, the SHC will ensure that participants live in safe, high quality housing.
3. By assisting in the separation of housing and services, as well as facilitating lease-based housing in a variety of settings, the SHC will help ensure that housing supported by NJDHS follows national best practices and NJ's compliance with the CMS Home and Community Based Services (HCBS) Final Rule.

HOW DOES THE SHC AFFECT ME?

WHAT REMAINS THE SAME:

- The SHC will not change your supportive services.
- Who receives subsidy will still be determined by DHS.

WHAT HAS CHANGED:

- You have more resources and tools to find a suitable housing unit.
 - o New Jersey Housing Resource Center (www.njhrc.gov, available in 72 languages online)

- o New Jersey Housing Resource Center's Toll-Free Call Center 1-877-428-8844 (available in English and Spanish)

- You will receive communication directly from the SHC regarding your subsidy.
- You will be able to contact the SHC regarding unresolved housing issues.
- The amount of your subsidy will be determined by the SHC.
- Your rental subsidy will be paid by the SHC to your landlord.
- The SHC will conduct initial and annual inspections of your unit.

ARE THERE NEW SUBSIDIES?

The SHC will administer rental subsidies with existing funds provided by NJDHS. Should there be any new housing assistance subsidies or programs available to NJDHS clients, the SHC will administer them accordingly.

HOW ARE CONTRACT RENTS DETERMINED?

Contract rents are determined by the landlords, and may not exceed the rents listed in the NJDHS Subsidy Program Rent Schedule. The SHC does not set rents.

WHAT IS THE LEASING PROCESS?

After you receive your welcome package, you have 90 days to find a unit. Your service provider may assist you in locating a unit. If you need additional assistance, you may browse the New Jersey Housing Resource Center at www.njhrc.gov, or you may call the SHC at 1-844-216-6988. Once you have identified a unit, the SHC will inspect the unit to make sure it is safe and suitable for occupancy. As soon as you are informed that the unit has passed inspection, the SHC will perform an income review, and will collect your signed Tenant's Rental Subsidy Agreement, the executed lease, and all income documents. Lastly, the SHC will inform you of your contribution to rent, as well as the subsidy's contribution, and will clear you to move in to your unit. Please be aware that tenants should not sign a lease until after a unit has passed the inspection!

WHAT DO I HAVE TO DO TO FIND HOUSING?

As a tenant, it is your responsibility, with the assistance of your service provider, to find a unit. If you need assistance in locating potential units, you may log onto the New Jersey

Continued on next page...

TENANT

FREQUENTLY ASKED QUESTIONS

Housing Resource Center's website at www.njhrc.gov, or you may call the SHC at 1-844-216-6988 for assistance. The New Jersey Housing Resource Center is a searchable database of affordable units throughout the State of New Jersey. It is available online in 72 different languages, and has a toll-free call center with representatives available who speak both English and Spanish (1-877-428-8844).

WHO DO I CONTACT IF MY LANDLORD SAYS HE DIDN'T RECEIVE THE RENTAL SUBSIDY FOR MY UNIT OR IF IT'S AN INCORRECT AMOUNT?

You don't need to do anything. Your landlord should directly contact the SHC toll-free at 1-844-216-6988 or email SHC@njhmfa.state.nj.us to reach a staff member who will assist your landlord.

CAN I MOVE OUT DURING A LEASE TERM?

First and foremost, you need to follow the provisions of your lease agreement with respect to moving out of your unit during the lease term.

Before considering any move, you must contact the SHC. Your family must be in compliance with family obligations and the terms of your lease to transfer to a new unit, and there must be a unit available.

COULD I GET EVICTED FOR NON-PAYMENT OF RENT?

As a tenant, you have all the rights and responsibilities granted to you under NJ law. You could get evicted by your landlord for non-payment of rent and/or the following additional reasons:

- Serious or repeated violations of the lease
- Violation of local, state, or federal laws applicable to the tenant's occupancy of the unit
- Violent criminal behavior by the tenant, a household member, or guest that threatens other residents or persons residing near the unit
- Drug-related criminal activity

It is your responsibility to know your rights and responsibilities under the lease agreement and you can also contact the SHC toll free at 1-844-216-6988 or email SHC@njhmfa.state.nj.us in regard to these matters.

WHAT SHOULD I DO IF I DON'T WANT TO RENEW MY LEASE AFTER THE FIRST YEAR?

If you do not want to renew your lease after the first year, you must let the SHC know at least 90 days prior to your lease expiration date. It is your responsibility, with the assistance of your service provider, to locate a new unit. If you need assistance in locating potential units, contact the SHC.

WHAT HAPPENS IF MY UNIT DOESN'T PASS THE ANNUAL INSPECTION?

After a failed annual inspection we will send a letter to your landlord scheduling a re-inspection 14 days from the date of the failed inspection. If the re-inspection fails, the subsidy payment will be abated effective the first day of the month following the fail date. Your landlord may request a third inspection, but the rent will continue to be abated until the unit passes inspection. The abatement will only be lifted if the unit passes. However, if the unit does not pass due to tenant-caused damage, rent will not be abated.

WHAT HAPPENS IF A UNIT DOESN'T PASS INSPECTION BUT THE FAIL ITEMS ARE MY RESPONSIBILITY?

As the tenant, and in accordance with your lease, you are responsible for any damage that you cause to your unit. If the unit fails inspection for a reason that is determined by the SHC to be the tenant's responsibility, the SHC will contact you to ensure that you address any damage that you have caused to the unit.

WHAT HAPPENS IF I CAN'T PAY UTILITIES FOR WHICH I AM RESPONSIBLE?

As the tenant, if you are responsible for utilities you must be sure they are paid. If you are unable to pay your utilities, please contact your service provider and the SHC immediately.

WHAT TYPES OF SUPPORTS ARE PROVIDED TO ME?

The SHC does not determine the supports received by an individual. The types of supports and frequency of face-to-face visits will continue to be determined by the needs of the tenant and in accordance with NJDHS policies. If you need more assistance than you are currently receiving, you can contact the DHS Office of Housing or other resources such as www.NJHelps.org or 211.

HOW DO I KNOW HOW TO CONTACT THE SHC?

Again, please feel free to contact the SHC at 1-844-216-6988 or SHC@njhmfa.state.nj.us.



LANDLORD & PROPERTY OWNER FREQUENTLY ASKED QUESTIONS

WHAT IS THE SUPPORTIVE HOUSING CONNECTION (SHC)?

The SHC is a partnership between the New Jersey Department of Human Services (NJDHS) and the New Jersey Housing and Mortgage Finance Agency (NJHMFA) to administer NJDHS rental subsidies and connect its clients to quality housing opportunities across the state.

Additionally, the SHC conducts inspections of participating housing units to ensure their physical integrity and compliance with the U.S. Department of Housing and Urban Development's Housing Quality Standards. The SHC also provides resident inquiry resolution services for tenants and landlords, as needed.

The goal of the SHC is to provide access to affordable housing for New Jersey residents with special needs by consolidating NJDHS's rental subsidy resources into one location for convenient and efficient management.

HOW LANDLORDS ARE AFFECTED BY THE SHC

WHAT ARE THE BENEFITS OF SHC?

1. The institution of regular monthly payments, as long as the unit is occupied by program participants, and;
2. The ability to market available units (via the New Jersey Housing Resource Center [NJHRC.gov]) to a broader pool of tenants with housing subsidies and supportive services to help them live in stable and independent housing.

HOW ARE CONTRACT RENTS DETERMINED?

Landlords determine the contract rents per unit. Rents charged to tenants receiving subsidies from NJDHS may not exceed those listed in the NJDHS Subsidy Program Rent Schedule, and must be the same as rents charged to other tenants in comparable units who are not receiving NJDHS subsidies.

WHAT IS THE LEASING PROCESS?

If a tenant is interested in renting your unit, the SHC will conduct a unit inspection to HUD Housing Quality Standards. If the unit passes inspection, the SHC will request that you sign a Landlord Agreement and accompanying package. Then you can execute the lease. The tenant will provide the lease to the SHC, and staff will let you know what the subsidy and tenant contributions to rent will be.

WHAT IS IN THE LANDLORD AGREEMENT AND WHY DO I HAVE TO SIGN IT?

The Landlord Agreement is a document that authorizes the SHC to collect information including household members' names, unit address, and landlord's name and payment information. The Agreement also details the landlord's rights and responsibilities associated with accepting a tenant with NJDHS rental subsidies. Collection of this information and the signed document is mandatory.

WHERE CAN I LEARN MORE ABOUT HUD HOUSING QUALITY STANDARDS?

You can learn more about HUD Housing Quality standards here: <http://goo.gl/1vVRfn>. This is the standard inspection criteria applied to other rental programs throughout the country.

AFTER TENANT MOVES IN

WHO DO I CONTACT IF I DON'T RECEIVE MY RENTAL SUBSIDY PAYMENT OR IF IT'S AN INCORRECT AMOUNT?

Contact the Supportive Housing Connection toll-free at 1-844-216-6988 or send an email to SHC@njhmfa.state.nj.us to reach a staff member who will assist you.

WHO SHOULD I CONTACT IF THE TENANT IS NOT PAYING HIS PORTION OF THE RENT?

First, you should contact the tenant, preferably in writing, with a copy to the SHC. If the tenant authorizes you to do so, you also may contact the tenant's support services provider. Non-payment of rent is a lease violation and you are responsible for enforcing the lease. If payment is not forthcoming after several attempts, you should contact the SHC Support Team, immediately.

AM I ABLE TO EVICT A TENANT FOR NON-PAYMENT OF RENT?

Yes, as long as you follow all state and local laws and copy the SHC on all notices. We expect that you will not initiate actions to evict without first contacting the SHC Support Team for assistance.

CAN A TENANT MOVE OUT DURING A LEASE TERM?

A tenant should not move during the initial term of the lease, but there are certain circumstances that require a move. A tenant should read their lease carefully and abide by the provisions contained in the document. Tenants must contact the SHC before planning a move.

Continued on next page...

LANDLORD & PROPERTY OWNER FREQUENTLY ASKED QUESTIONS

WHAT SHOULD I DO IF THE TENANT CAUSES PROBLEMS, I.E. COMMITS LEASE VIOLATIONS OTHER THAN NON-PAYMENT OF RENT?

It is your responsibility to enforce the lease. You first must contact the tenant to advise him/her of the lease violation and give him/her time to correct the situation, in accordance with NJ law. Send a copy of that notice to the SHC and immediately contact the SHC for assistance.

As with any other tenants in the building, DHS clients have all of the same rights and responsibilities under the lease agreement.

HOW DO I KNOW WHO TO CONTACT FOR SUPPORT AT THE SHC?

Please feel free to contact the SHC toll-free at 1-844-216-6988 or email SHC@njhmfa.state.nj.us to reach a staff member who will assist you.

WHAT SHOULD I DO IF I DON'T WANT TO RENEW A TENANT'S LEASE AFTER THE FIRST YEAR?

At the end of the lease period, you may give notice of lease termination to your tenant for good cause in accordance with NJ law. You must give the tenant written notice of intention to terminate the lease, the grounds for the termination, and must give a copy to the SHC.

HOW LONG DO I HAVE TO MAKE REPAIRS IF A UNIT DOESN'T PASS THE ANNUAL INSPECTION?

After a failed annual inspection we will send you a letter scheduling a re-inspection 14 days from the date of the failed inspection. If the re-inspection fails, the rental subsidy payment will be abated, effective the first day of the month following the fail date. You may request a third inspection, but should keep in mind that the rent will continue to be abated until the unit passes inspection. If the unit does not pass due to tenant-caused damage, the rent will not be abated.

WHAT HAPPENS IF A UNIT DOESN'T PASS INSPECTION BUT THE FAIL ITEMS ARE THE TENANT'S RESPONSIBILITY?

It is your responsibility to ensure that the unit passes the inspection to housing quality standards. You have remedies available through you through the lease, if you want to pursue them. If you have any questions, please contact the SHC.

WHO IS RESPONSIBLE IF A TENANT DOESN'T PAY UTILITIES FOR WHICH S/HE IS RESPONSIBLE?

The tenant is responsible. Should this occur, please notify the SHC. The SHC Support Team may be able to assist the tenant.

WHO WILL BE RESPONSIBLE FOR TENANT-CAUSED DAMAGE TO MY PROPERTY THAT EXCEEDS THE AMOUNT OF THE SECURITY DEPOSIT TO REPAIR?

In accordance with NJ law, landlords have the right to pursue former tenants through the court system for damages beyond what is covered by the security deposit.

HOW AND WHEN CAN I REQUEST A RENT INCREASE?

Rent increases may be requested only at the annual anniversary of the lease by submitting a written rent increase request. Contact the SHC for the appropriate form which must be submitted at least 60 days in advance of the lease anniversary date in order for the new rent to become effective on the anniversary date. Requests that do not meet the 60 day advance deadline will not be made effective until 60 days after receipt. Please note that subsidy increases are at NJDHS' sole discretion, based upon annual appropriations, and that rents always must stay within NJDHS' rent schedules.

WHAT TYPES OF SUPPORTS ARE PROVIDED TO TENANTS?

All SHC tenants receive individualized supports from support services providers of their choosing, which may include transportation, workforce training, among others that are necessary to enable an individual to participate in activities authorized by NJDHS. The types of supports and frequency of face-to-face visits is determined by the needs of the tenants. Tenants are given supports that are necessary to assist with: making sure rent is paid on time, ensuring the tenant does not engage in behaviors that constitute a lease violation, and maintaining the unit.

SPECIAL NEEDS HOUSING PARTNERSHIP AND LOAN PROGRAM (SNHPLP)



SNHPLP PROGRAM OVERVIEW

The **New Jersey Departments of Community Affairs (DCA)** and **Human Services (DHS)** along with the **New Jersey Housing and Mortgage Finance Agency (HMFA)** have launched the **Special Needs Housing Partnership Loan Program (SNHPLP)** which is aimed at creating affordable, supportive housing for people with developmental disabilities. The initiative aligns with the State of New Jersey's goal to help integrate people with special needs into the community whenever possible as well as provide consumer choice over their housing options.

Under the SNHPLP, the HMFA and the DCA will provide financing to create permanent supportive housing and community residences for individuals with developmental disabilities. Loan proceeds may be used for the acquisition and rehabilitation of existing three- to four-bedroom single family houses, first floor three- to four-bedroom condominiums as well as new construction to be completed within six (6) months of commitment.

The goal is to move those who are able to be moved from developmental centers, those who are part of the Return Home NJ Initiative, those who are on the DHS waiting list, and those who require emergency community residential placements into appropriate housing faster than the state's current process. In addition, applications to the SNHPLP do require a Letter of Support from the Division of Developmental Disabilities (DDD).

As part of this initiative, the Partnership will assist municipalities in utilizing the monies in municipal affordable housing trust fund accounts to create housing for people with developmental disabilities. The Partnership will also assist municipalities to leverage the monies in their affordable housing trust funds by matching a municipal commitment of funds with financing available through the HMFA, DCA and DDD. To facilitate the process, sponsors or applicants have to be qualified by DCA, HMFA and DDD to participate in the program.

The Partnership has developed a Memorandum of Understanding (MOU) that municipalities will sign along with the HMFA and DHS/DDD agreeing to the basic requirements of the program. Also available is a model resolution for use by the governing body authorizing the execution of the MOU.

For more information, contact: Yirgu Wolde, Director, Division of Supported Housing and Special Needs at 609-278-7521 or via email at Y.Wolde@njhmfa.state.nj.us

Visit HMFA's Special Needs webpage: <http://www.njhousing.gov/developers/needs/partnership/>



Sandy Special Needs Housing Fund

What is this program?

The Sandy Special Needs Housing Fund (SSNHF) is dedicated to the development of quality, permanent supportive housing located in the nine most impacted counties. SSNHF can be used to fund permanent supportive rental housing or community residences in which some or all of the units are affordable to low- and moderate-income special needs residents. Special needs populations include individuals with mental, physical, or developmental disabilities, and other at-risk populations identified by the State.

The program provides loans to developers of projects which combine rental housing and support services. Developers may apply for stand-alone financing or for program funding in conjunction with the Low Income Housing Tax Credit Program, tax-exempt bonds, and/or Fund for Restoration of Multifamily Housing. The State has dedicated \$50,000,000 in CDBG-DR funds to this program.

Who is eligible?

Eligible applicants are private for profit and nonprofit housing developers and public housing authorities capable of developing and managing the housing projects and providing supportive services directly or indirectly with the service provider to the targeted special needs populations.

What will the program fund?

Total maximum per unit cap is \$100,000 with a maximum per project cap of \$2,500,000. The maximum total development cost per unit is \$275,000. SSNHF funding is available for hard and soft costs related to acquisition, rehabilitation, and construction.

How do I apply?

SSNHF is administered by the New Jersey Housing and Mortgage Finance Agency (HMFA). Program guidelines, application forms, selection criteria and other program information are available at <http://www.state.nj.us/dca/hmfa/developers/cdbg/>.

For more information, contact: Yirgu Wolde, Director, Division of Supported Housing and Special Needs at 609-278-7521 or via email at Y.Wolde@njhmfa.state.nj.us



Sandy Special Needs Housing Fund – Application Checklist

For developers with applications they wish to submit, the following threshold documents may be required:

- ☐ Unified Application for HMFA Multifamily Housing Production Programs (UNIAP)
- ☐ Commitment of funding for support services
- ☐ Project Narrative
- ☐ Support services plan approved by HMFA or appropriate state agency
- ☐ Commitment of operating subsidy/rental assistance or documents demonstrating ability to ensure the long term operation of the project
- ☐ Sources and Uses of funds
- ☐ Site control documents
- ☐ Legal descriptions of project property
- ☐ Zoning Certification Letter or other zoning evidence
- ☐ Appraisal
- ☐ Market study or other documentation for rental unit demand
- ☐ Term sheets or letters of intent from a tax credit equity investor/syndicator (if applicable)
- ☐ IRS Determination Letter of 501(c)(3) or 501(c)(4) status (if applicable)
- ☐ EPA Energy Star Homes V.3 Certification for new construction and reconstruction projects
 - A copy of a signed contract between the applicant and a HERS rater (per NJCEP ENERGY STAR Homes Program (tier 2) guidelines)
 - Signed letter of intent provided by HMFA
 - Signed Energy Star Partnership Agreement
 - Market manager site submittal acceptance notification



- ☐ HUD CPD Green Building retrofit checklist for rehabilitation projects
- ☐ Environmental checklist
- ☐ All other exhibits and additional information required for Low Income Housing Tax Credit and other program applications through HMFA

For more information, contact: Yirgu Wolde, Director, Division of Supported Housing and Special Needs at 609-278-7521 or via email at Y.Wolde@njhmfa.state.nj.us

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